

## QAR Team Meeting May 14, 2012

Next Meeting – June 11, 2012 at WH2NW (Black Hole) – [no meeting May 28!!!]

First	Last	Organization	phone	email	Present
Bakul	Banerjee	CD	5251	bakulb@fnal.gov	X
Adam	Bracero	TD	2536	bracero@fnal.gov	X
Frank	Cesarano	BSS	4188	cesarano@fnal.gov	X
John	Dawson	ESH	4830	jbdawson@fnal.gov	
Nicole	Gee	WDRS	3697	nicole@fnal.gov	X
Jed	Heyes	OQBP	3969	jhey@fnal.gov	X
Tom	King	QAE	6474	mrdking@fnal.gov	X
John	Martzel	QAE	5061	martzel@fnal.gov	X
Kurt	Mohr	QAE	6001	kmohr@fnal.gov	X
Mike	Pakan	QAE	2236	mpakan@fnal.gov	X
Don	Rohde	AD	2367	rohde@fnal.gov	X
Eugene "JJ"	Schmidt	PPD	4328	jj@fnal.gov	X
Rod	Walton	FESS	2565	rwatson@fnal.gov	X
Jim	Wollwert	FI	5561	jwollwer@fnal.gov	

**Meeting locations for future QAR meeting locations:** ALL Monday meetings in WH2NW (Black Hole) at 9:00 AM – *Every other week*

### Carry Over Items & Task Assignments

1	QARs - Identify assessment topics most important (beneficial) to your D/S/C	All QARs	May/14/2012
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### Items Covered Today

Topic	Consolidated Assessment Schedule
Discussion	All information for FY 2012 D/S/Cs is complete as is some for FY 2013; published on the OQBP web page under assessments ( <a href="http://www.fnal.gov/directorate/OQBP/index.html">http://www.fnal.gov/directorate/OQBP/index.html</a> )
Resolution	Information

Topic	2013-2014 OQBP QA Assessment Topics
Discussion	<ul style="list-style-type: none"> <li>While not discussed at this meeting, it was an action item from the last meeting; QARs need to identify topics/areas with your management considered most beneficial to review.</li> <li>Tentative plans for "Tripartite" type of joint assessment of "Fire Protection Inspection" by FESS/ES&amp;H/DOE/OQBP &amp; BSS. OQBP role will be to look at the process and implementation</li> <li>OQBP proposed "Software QA As-Is" assessment to CS; still discussing the scope</li> </ul>
Resolution	Identify assessment topics most important to your D/S/C

Topic	Self-Assessment Sub-Team Update
Discussion	Recall FSO wants Fermilab to identify and prioritize what self-assessments it will do. Discussion continuing on defining Management System (MS) processes. Organizations are organized by "what they do" so these organizations often define defacto key processes. The next steps are to complete the current task, present the approach to the AC and MS owners then to convince MS owners to determine the adequacy of assessments of their management systems. A few MS, like Engineering, are cross-cutting and will be more problematic since the MS owner has no authority.
Resolution	Information

Topic	Assurance Council
Discussion	<ul style="list-style-type: none"> <li>Contract clauses I-100 &amp; I-8A are documentation issues that the Lab was notified as out of compliance</li> <li>Reviewing AC Charter with respect to CAS – the Charter was rewritten but since so few reviewed it the discussion was postponed.</li> <li>FSO PEMP mid-year review – no real issues. PEMP mid-year review slides posted on OQBP URL</li> <li>Discussion on who owns contract mapping. CS will set up SharePoint site recording reviews and comments on proposed contract changes.</li> </ul>
Resolution	Information

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Topic	Assessment Status Update
Discussion	<ul style="list-style-type: none"> <li>• K Mohr – roll-up report for Procurement Assessment completed and being reviewed by Jed</li> <li>• M Pakan – ES&amp;H assessment final report complete and distributed</li> <li>• M Pakan - Engineering for TD had pre-planning meeting – no decisions made on which project to look at</li> <li>• T King – PPD chose to have small “p” projects reviewed, LAPD &amp; LAR35; appears that criteria will be based on IQA, program and work processes, since DOE O 413 requirements do not apply</li> <li>• J Martzel – still looking for a subject from BSS, Jed to speak again with D. Carlson</li> <li>• K Mohr – met with CS &amp; identified tentative areas for assessment. The suggestions will be reviewed by affected managers.</li> </ul>
Resolution	Information

Topic	D/S/C updates /news/ quality issues/ agenda items
Discussion	<ul style="list-style-type: none"> <li>• NOTE no meeting May 28 due to holiday!!!!</li> <li>• Email sent out that scientists from Korea will not be here in June.</li> <li>• B Banerjee essentially out until June 3.</li> <li>• JJ will be performing QA for NOvA in Minnesota on first modules for Ash River – some defects issues identified with fiber breakage in modules.</li> <li>• QAEs are moving to the west side of mezzanine in WH – this week</li> </ul>
Resolution	Information

Tom King - X6474 or 630-267-6644  
Meeting adjourned - duration 50 minutes